



# NOTES FROM THE:

## Deputy Assistant Secretary, Financial Operations

by Mr John J. Nethery

**Use of Chief Financial Officer (CFO) Title.** Under the CFO Act of 1990, the USD(C) was appointed the Chief Financial Officer for the DoD. No stipulation was provided for the appointment of CFOs for DoD components. Neither the title Chief Financial Officer nor the acronym CFO should be used to define or describe any other position.

**Receiving Report Guidance.** DFAS-DE provided further guidance concerning receiving report documentation via Interim Message Change 98-5. Receiving reports must include contract number/purchase order, adequate description of the supplies or services that were received or performed, date supplies or services were received, quantities of supplies or services received, total dollar amount, signature of receiving activity official authorized to receive the supplies or services, printed name, title, mailing address, and telephone number of the receiving official, and a "received" or similar statement. The Integrated Accounts Payable System (IAPS) generated Request for Receiving Report, which many activities submit as proof of receipt, does not meet the minimum requirements outlined in this guidance. If the IAPS product is used, add the following: an adequate description of the goods or services received or performed, and the receiving activity official's printed name, title, and telephone number. Receiving Reports that do not meet these minimum requirements will be returned. This delays payment and increases the likelihood of Prompt Payment Act interest penalty or lost discount.

**Conversion of Enlisted to Civilian Positions.** Forty-six of 106 funded FY99 Financial Services Office enlisted positions were converted to civilian positions effective 1 Oct 98. This was a result of selective MAJCOM requests to establish civilian senior accountant positions at Financial Services Offices.

**Annual Statement of Assurance.** The FY98 Annual Statement of Assurance, the compliance report for the Federal Managers' Financial Integrity Act, was signed by the Acting Secretary of the Air Force. Supporting statements from primary reporting entities indicate the concept and requirements of internal management control are synthesized by Air Force leadership. Special thanks to all who participated in the end-of-year reporting process.

**Web-Based Resource Advisor Training.** The internet based Resource Advisor Tutorial is now complete and

available! Appropriate for all levels of financial management, it's only two-three hours, includes a self test, and a completion certificate financial analysis officers may want to keep in their records. The tutorial can be accessed through the SAF/FM home page under "What's New", or the web address: <http://www.hq.af.mil/SAFFM/saffmra/>. For those without internet access, a limited number of CD-ROMs will be available upon request. The project officer for this tutorial is Maj Yolanda Grove, SAF/FMPC, DSN 224-5398 or e-mail [grovey@pentagon.af.mil](mailto:grovey@pentagon.af.mil).

**Education Opportunities.** At the beginning of each fiscal year, the Air Force Education Requirements Board (AFERB) meets to review and prioritize education and training requirements for Professional Continuing Education (PCE) and Advanced Academic Degree (AAD). FY00 results for SAF/FM are as follows:

PCE: Professional Military Comptroller School  
130 Air Force slots

AAD: 1 PhD  
9 Master of Science degrees—Cost Analysis  
(offered through AFIT)

In the past, primary consideration was given to Captains and Majors where the potential for payback is higher. Prior to the AFERB, AF/DP or the functionals solicited quotas from the field. However, of the 9 master's degree slots allocated last year, only 7 were filled. This makes it difficult to justify positions, and extremely important every slot is filled in FY00. For more information, contact AFPC, Capt Tim Little, DSN 487-5031.

**Travel Card Update.** By now you should have the new NationsBank Visa government travel card. Public Law 105-264, Travel and Transportation Reform Act, was signed, and we are starting to get policy questions. Watch the SAF/FM web site for guidance. The official government travel charge card is still only available to Federal government employees. Contractor travel cards are not part of the official government travel card program.

**Defense Review Initiative Directive (DRID) 20 — Review of Inherently Governmental Functions.** The DRID 20 process of coding billets to indicate whether they can be outsourced is in its final stages. At press time, the CSAF had been briefed and the package was in SECAF for approval. The next step is OSD for review and then to Congress.